

**TENNESSEE  
Grant Solicitation Packet**



**Fiscal Year 2017/2018  
Victims of Crime Act (VOCA) Grant Program  
CFDA 16.575**

*Solicitation Title:*

*Solicitation Number:*

*Released on:*

*Intent to apply due:*

*Completed applications due:*

*Prepared by:*

State of Tennessee  
**Office of Criminal Justice Programs**  
Department of Finance and Administration  
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## **GRANT SOLICITATION CONTENTS**

### **SECTIONS:**

- 1. INTRODUCTION**
- 2. SCHEDULE OF EVENTS**
- 3. PROGRAM REQUIREMENTS**
- 4. FINANCIAL REQUIREMENTS**
- 5. REPORTING REQUIREMENTS**
- 6. APPLICATION PROCESS & INSTRUCTION**
- 7. APPLICATION EVALUATION**

## **1. INTRODUCTION**

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The Victims of Crime Act (VOCA) of 1984 established the Crime Victims Fund in the U.S. Treasury. The Fund is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. It includes deposits from federal criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. Federal revenues deposited into the Fund also come from gifts, donations, and bequests by private parties. This fund provides the source of funding for carrying out all of the activities authorized by VOCA.

The purpose of the Victims of Crime Act (VOCA) is to support the provision of services to victims of crime throughout the Nation. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. Priority is given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were previously underserved.

VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime which annually awards a grant to each state, the District of Columbia and U.S. Territories. The Governor of each state designates the state agency that will administer the Victims of Crime Act (VOCA) victim assistance grant program. The Office of Criminal Justice Programs, in the Tennessee Department of Finance and Administration, has been designated as the state agency responsible for administering this grant program in Tennessee.

\*All of OCJP Programs will be required to have on file signed and intitaled copies of Certification, Assurances, and Special Conditions required from both the Federal Level and State Level.

### **1.1. Eligibility**

### **1.2. Length and Amount of Project Support**

### **1.3. Program Purpose**

### **1.4. Grant Solicitation Communications**

1.4.1. The State has assigned the following Grant Solicitation identification number that must be referenced in all communications regarding this Grant Solicitation:

1.4.2. Prospective Applicants must direct communications concerning this Grant Solicitation to the following person designated as the Grant Coordinator:

### **1.5. Notice of Intent to Apply (Attachment A)**

Before the Notice of Intent to Respond Deadline detailed in the RFP Section 2, Schedule of Events, prospective applicants should submit a Notice of Intent to Respond by completing the [Attachment A](#) form. Such notice should include the following information:

- Project Title and Solicitation Number (as listed in this solicitation)

- the organization or individual's name (as appropriate)
- a contact person's name and title
- the contact person's mailing address, telephone number, and e-mail address

Applicants should complete the Notice of Intent to Respond Attachment A by the Deadline detailed in the Grant Solicitation Section 2, Schedule of Events. Please click the following link to access [Attachment A](#)

**Attachment A creates no obligation and is not a prerequisite for submitting an application, however, the information obtained from Attachment A is required for award and to ensure receipt of any Grant Solicitation updates or other notices and communications relating to this Grant Solicitation. Attachment A and all documents must reference the Grant Solicitation Number found in section 1.4.1.**

#### 1.6. **Application Deadline**

An Applicant must ensure that the State receives an application no later than the application deadline time and date detailed in the Grant Solicitation Section 2, Schedule of Events. An Applicant must apply, as required, to this Grant Solicitation (including its attachments) as may be updated. The State will not accept late applications, and an Applicant's failure to submit its application before the deadline will result in disqualification of the application.

## **2. GRANT SOLICITATION SCHEDULE OF EVENTS**

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- 2.1. The following Grant Solicitation Schedule of Events represents the State's best estimate for this Grant Solicitation.

EVENT	TIME (central time zone)	DATE
1. Grant Solicitation Issued		
2. Notice of Intent to Respond Deadline	4:30 p.m.	
3. Application Deadline	4:30 p.m.	
4. Contract Start Date		

- 2.2. **The State reserves the right, at its sole discretion, to adjust the Grant Solicitation Schedule of Events as it deems necessary.** Any adjustment of the Schedule of Events shall constitute a Grant Solicitation update, and the State will communicate such to prospective Applicants from whom the State has received a Notice of Intent to Respond (refer to section 1.5).

### **3. PROGRAM REQUIREMENTS**

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#### **3.1. VOCA Program Requirements**

The intent of the Victims of Crime Act (VOCA) Grant Program is to provide direct services to victims of crime.

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Each sub-recipient organization shall meet the following requirements:

- 3.1.1. **Public or Nonprofit Organizations:** Organizations must be operated by public or nonprofit organizations, or a combination of such organizations.
- 3.1.2. **Record of Effective Services:** Organizations must demonstrate a record of providing effective training to the victim service field. This includes being recognized in the field of victim services as an expert, having effective training curriculum, having the support and approval of its training by the victim services community and a history of providing training in a cost-effective manner.
- 3.1.3. **Volunteers:** Sub-recipients must use volunteers unless the state determines there is a compelling reason to waive this requirement.
- 3.1.4. **Promote Community Efforts to Aid Crime Victims:** Sub-recipients must promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- 3.1.5. **Help Victims Apply for Compensation Benefits:** Sub-recipients must provide assistance to potential recipients of crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- 3.1.6. **Comply with Federal Rules Regulating Grants:** Sub-recipients must comply with the applicable provisions of VOCA, the program guidelines (found at <http://www.ovc.gov/voca/vaguide.htm>), and the requirements of the OJP Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: Financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.
- 3.1.7. **Maintain Civil Rights Information:** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the sub-recipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim.
- 3.1.8. **Services to Victims of Federal Crimes:** Victims of federal crimes must be provided services on the same basis as victims of state and local crimes. Federal crimes include human trafficking, bank robbery, kidnapping, etc. as well as crimes committed on federal property such as military installations, national parks and certain Indian reservations.
- 3.1.9. **No Charge to Victims for VOCA Funded Services:** Services must be provided to Victims at no charge through any VOCA funded program. Any deviation from this requires prior approval by the

state. The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources.

- 3.1.10. **Confidentiality of Research Information:** Except as otherwise provided by federal law, no recipient of VOCA funds shall use or reveal any research or statistical information furnished under this program by any person to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.

The sub-recipient must allow the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO) access to and the right to examine all records, books, paper or documents related to the VOCA grant.

- 3.1.11. **VOCA Publications Statement:** All reports, studies, notices, informational pamphlets, press releases, signs, and similar public notices (written, visual or sound) prepared and released by the Grantee with VOCA funds shall include the statement:

*"This project is funded under an agreement with the State of Tennessee."*

Any such notices by the Grantee shall be approved by OCJP.

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following federal funding statement:

*"The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of the Department of Justice or the State of Tennessee, Office of Criminal Justice Programs".*

- 3.1.13. **Non-Profit Agency Financial Statements:** All non-profit sub-recipients of VOCA Assistance funding under this award must make their financial statements available online (either on the sub-recipient's or another publicly available website). OCJP will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

- 3.1.14. **Certification of Non-Profit Status:** All non-profit sub-recipients of VOCA Assistance funding under this award must certify their non-profit status. Sub-recipients may certify their non-profit status by submitting a statement to the OCJP (to be placed in the grant file) affirmatively asserting that the sub-recipient is a non-profit organization, and indicating that it has on file, and available upon audit, either – 1) a copy of the sub-recipient's 501(c)(3) designation letter; 2) a letter from the sub-recipient's state/territory taxing body or state/territory attorney general stating that the sub-recipient is a non-profit organization operating within the state/territory; or 3) a copy of the sub-recipient's state/territory certificate of incorporation that substantiates its non-profit status. Sub-recipients that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the sub-recipient is a local non-profit affiliate.

- 3.1.15 **Substantial Financial Support from Sources Other than VOCA:** A program has substantial financial support from sources other than VOCA when at least twenty-five percent (25%) of the program's funding in the year of, or the year preceding the award comes from other such sources, which may include other federal funding. **Agencies not able to demonstrate this through documentation should not apply.**

### 3.2 Other Program Requirements

- 3.2.1. **Confidentiality:** Subrecipients receiving VOCA funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Please see the [OCJP Administrative Manual, Chapter XX.\(\*https://tn.gov/lawsandpolicies/topic/ocjp-chapter-xx.-retention-of-and-access-to-records\*\)](https://tn.gov/lawsandpolicies/topic/ocjp-chapter-xx.-retention-of-and-access-to-records) Retention of and Access to Records, Section D. Confidentiality Policy for more information pertaining to 'personally identifying information.
- 3.2.2. **Evidence-Based Programming:** Agencies should employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project. Websites such as [www.CrimeSolutions.gov](http://www.CrimeSolutions.gov) or <http://www.samhsa.gov/programs-campaigns> offer resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- 3.2.3. **Mandatory Reporting of Child Abuse and Adult Abuse:** Agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.
- 3.2.4. **Limited English Proficiency:** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, sub-recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Sub-recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for sub-recipients to assist them in complying with Title VI requirements. The guidance document can be accessed at [www.lep.gov](http://www.lep.gov) or by contacting the OJP's Office for Civil Rights at 202-307- 0690.
- 3.2.5. **Civil Rights Compliance:** All sub-recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a sub-recipient of funds after a due process hearing, the sub-recipient must agree to forward a copy of the finding to Office of Criminal Justice Programs within 45 days. All applicants should consult the Certifications and Assurances required with the application to understand the applicable legal and administrative requirements. Additional information and requirements can be found in Chapter XXII of the OCJP Administrative Manual located at [OCJP Administrative Manual](https://tn.gov/lawsandpolicies/topic/ocjp-chapter-xx.-retention-of-and-access-to-records).
- 3.2.6. **Federal Funding Accountability and Transparency Act of 2006 (FFATA):** Per Public Law 109-282, all applicants are required to have a DUNS number, register via SAM, and provide employee compensation information (if applicable) to be eligible for this funding.
  - a. **DUNS Number:** To enable state agencies that receive federal awards to report this information, sub-grantees (i.e., Sub-recipients) are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants A DUNS number is required for this grant and is reported on Attachment A of your application. For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.
  - b. **System for Award Management (SAM) Registration:** To enable OCJP to report sub- awards

in a timely manner, Sub-recipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated free website that consolidates the capabilities of CCR/Fed Reg, ORCA and EPLS, and it will be used to populate the information needed to report sub-award information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAMI/>. Your SAM expiration date must be reported on [Attachment A – Intent to Apply](#) form.

- c. **Executive Compensation Reporting:** FFATA requires a sub-grantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet the following criteria:
  - 80 percent or more of the sub-grantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
  - \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and,
  - The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).
- 3.2.7. **ACORN:** Sub-recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written approval of the federal Office of Justice Programs.
- 3.2.8. **Text Messaging While Driving:** Pursuant to Executive Order 13513 of October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving," all Department of Justice (DOJ) recipients and sub-recipients are encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers. Texting while driving a vehicle in Tennessee is illegal per Texting While Driving Law (TCA 55-8-199).
- 3.2.9. **Religious and Moral Beliefs:** The sub-recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
- 3.2.10. **Additional Federal Funds Received:** The sub-recipient agrees that if it currently has a contract with OCJP and receives additional federal funding, outside OCJP, and those funds are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under the OCJP contract, the sub- recipient will promptly notify the OCJP program manager in writing.
- 3.2.11. **Computer Network Requirements:** The sub-recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- 3.2.12. **Non-Disclosure Prohibited:** No recipient or sub-recipient under this award, or entity that receives a contract or subcontract with any funders under this award, may require an employee or contractor to sign an internal confidentiality agreement or statement that prohibits, or otherwise

restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

- a. Prohibition on Reprisal: The sub-recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The sub-recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the sub-recipient is to contact the OCJP for guidance.

- 3.2.13. Tennessee Department of Revenue Registration: Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all sub-recipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-8 101 et seq. All sub-recipients and therefore required to either register a sales and use account with the Department of Revenue or seek an exemption from the same. Information on the process can be found at: [Sales and Use Registration](#)

**Applications must include sales/use registration information or exemption letter. Requests for this registration or exemption should be initiated at least two (2) business days prior to application due date. (This does not apply to DTFs and State and Local Law Enforcement.)**

**For further program requirements please refer to the VOCA portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Administrative Manual](#).**

### **3.3. Additional Program Requirements**

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## 4. FINANCIAL REQUIREMENTS

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4.1. OCJP grants awarded under this VOCA Program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. The sub-recipient must follow [OMB Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) (Uniform Guidance) and the [2016 VOCA Regulations](#). Additional information and guidance, are contained in the VOCA portion of the OCJP Administrative Manual available from the Office of Criminal Justice Programs upon award of grant funds or by referring to the [VOCA portion of the OCJP Administrative Manual](#). This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- 4.1.1. **Multiple Year Contracting:** Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the sub-recipient's office. This reduction in bureaucratic paperwork allows the sub-recipient more time to spend on project implementation and evaluation, while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. *Multiple year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations.*
- 4.1.2. **State Agency Applicants:** State agency applicants (executive, judicial or legislative branch agencies) must notify their Department of Finance and Administration budget analyst at the time the OCJP application is submitted of their intentions to apply for a grant. This Division of Budget notification is required so that necessary steps can be taken to include the grant in the agency's state budget should the state agency receive an award granted from OCJP.

**NOTE: State agencies procuring information technology must obtain formal support of procurement from Strategic Technology Solutions (STS) in the Department of Finance and Administration prior to the signing of the grant contract with OCJP.**

- 4.1.3. **Match:** There is a 20% match requirement on grant funds under the VOCA Program. Federal funds may be used to pay for up to 80% of the cost of the project. Applicants may satisfy the required match with either cash contributions or in-kind contributions.

All *match* must be VOCA allowable and is subject to the same requirements, restrictions and conditions as the federal VOCA funds. For example, volunteers used as project match must provide direct victim assistance services, which means that volunteer members of a Board of Directors, or volunteers who assist with fundraising cannot be used as VOCA project match. Sub-recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented.

- 4.1.4. **Match Formula:** The formula for calculating the required match is:

$$\text{Federal Funds} \div 80\% \text{ (Federal Share)} = \text{Total Project Costs}$$

$$\text{Total Project Costs} \times 20\% \text{ (Sub-recipient Share)} = \text{Total Match Amount}$$

Federal funds may be used to pay up to 80% of the cost of a project. The remaining share must be a cash match (from non-federal funds) or in-kind match (from non-federal funds).

- a. **Cash match** includes actual cash spent by the sub-recipient for project related costs. Funds required to pay the non-federal portion of the cost of each project must be in addition to funds that would otherwise be available for the project.
- b. **In-kind match** is a non-cash contribution recognized at conservative market value, such as the value of donated time, donated equipment, or donated space. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the

rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the sub-recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the sub-recipients for its own paid employees.

Sub-recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The in-kind donation cannot be recognized as match (in-kind expense) until it is used in the project.

In the event that the agency has a documented and demonstrable financial hardship, notify an OCJP program manager when the letter of intent is submitted or as soon as possible. OCJP will conduct fiscal audits to ensure financial viability and the inability to match funding for those agencies requesting a match waiver and further verify non-supplanting of funds.

For additional information regarding Match, please refer to [Chapter III. Financial Requirements](#), [B.4. Match of the OCJP Administrative Manual](#).

#### 4.2. Allowable Use of VOCA Funds

The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds within a sub-recipient's organization. Costs must be reasonable, allocable to the project, and comply with the Victims of Crime Act (VOCA) Grant requirements. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs prior to application submission.

- 4.2.1. **Items Requiring Pre-Approval:** The following budget items must be pre-approved prior to being included in the application budget: capital purchases, depreciation, Sensitive Minor Equipment, furniture, clothing and other categories specifically noted in description.
- 4.2.2. **Immediate Health and Safety:** These services respond to the immediate emotional or physical needs of victims (excluding medical care), and include crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, safety planning, emergency food, clothing, transportation, shelter, emergency legal assistance, and other emergency services that are intended to restore the victim's sense of security and safety. VOCA project funds may only be used to purchase groceries for victims in emergency shelters and/or victims who need emergency provisions. Contact your OCJP Program Manager if you have any questions about what is allowable for Food and Beverage.
- 4.2.3. **Mental Health Assistance:** These are services and activities that help primary and secondary victims understand the dynamics of victimization and with stabilizing their lives after victimization. This may include evaluation and assessment of mental health needs and consist of out-patient therapy/counseling, group support and substance-abuse treatment (so long as the treatment is related to the victimization). **Prior approval from OCJP is required for any substance-abuse treatment.** including Therapeutic service providers must have appropriate state licensure or licensed supervision and education in Substance Abuse and/or Trauma Informed services. "Therapy" refers to intensive professional psychological/psychiatric treatment to provide emotional support in crises arising from the occurrence of crime.
- 4.2.4. **Peer Support:** This allows for peer-support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

- 4.2.5. **Assistance in Participating in Criminal Justice and Other Proceedings Arising From the Crime:** This may include advocacy on behalf of crime victims, accompaniment to criminal justice offices and court, transportation, meals, and lodging to allow participation in court proceeding, interpreting services, child care or respite care to enable a victim to attend court, notification of victims regarding trial dates, case disposition information, parole consideration procedures, assistance in recovering property that was retained as evidence, assistance with restitution advocacy and assistance with victim impact statements. This may include legal assistance with victim-related family matters and other non-tort legal services in a civil context (divorce, child custody and support proceedings); protective/restraining orders; family, custody, housing, and dependency.
- 4.2.6. **Forensic Examinations:** These services are allowable only to the extent that other funding sources are unavailable to insufficient. Forensic medical evidence collection examiners are required to be SANE certified and must follow relevant guidelines or protocols issued by the State or local jurisdiction. T.C.A. § 29-13-118 provides that a hospital, physician, SANE program, Child Advocacy Center, or other medical facility may file a claim with the Tennessee Criminal Injuries Compensation Program for forensic medical examinations in sexual assault cases. Organizations that file for criminal injuries compensation may not request reimbursement for activities and positions funded with grand funds. Go to [www.treasury.tn.gov/injury/](http://www.treasury.tn.gov/injury/) for more information. If forensic medical exams are a proposed component of the VOCA application, consult with OCJP prior to submitting your application.
- 4.2.7. **Transitional Housing:** This is for transitional housing for victims who have a need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization, including, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling. Those seeking to provide transitional housing must be in compliance with the OCJP Transitional Housing requirements and complete all related tracking forms when providing this service with VOCA funding.
- 4.2.8. **Relocation:** Relocation expenses are an allowable VOCA expense where necessary for the safety and well-being of a victim, including reasonable moving expenses, security deposits on housing, rental expenses and utility start-up costs. **Prior approval from OCJP is required for relocation expenses.** This includes pro-rated costs of rent, utilities, telephone services, local travel expenses for service providers and required minor building adaptations necessary to meet DOJ standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.
- 4.2.9. **Organizational Expenses:** This includes pro-rated costs of rent, utilities, telephone services, local travel expenses for service providers and required minor building adaptations necessary to meet DOJ standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.
- 4.2.10. **Special Services:** These services include assisting victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers, assisting the victim to recover property that is retained as evidence, assisting in filing for compensation benefits, and helping to apply for public assistance.
- 4.2.11. **Coordination of Activities:** VOCA funds allow for coordination of activities that facilitate the provision of direct services. Such activities include State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and such other programs, and salaries and expense of such coordination.
- 4.2.12. **Multi-System, Interagency, Multi-Disciplinary Response to Crime Victim Needs:** VOCA funds can be used for activities that support a coordinated and comprehensive response to crime victims' needs by direct service providers, including, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams,

coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.

- 4.2.13. **Skills Training for Staff:** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA subrecipient organization. **Volunteers can be included in VOCA supported training with prior approval from OCJP.** All training supported with VOCA funds must relate directly to the purpose statement of the VOCA funded grant. VOCA funds can be used to purchase material such as books, training manuals, and videos for direct service providers, within the VOCA funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.
- 4.2.14. **Personnel Costs:** These costs are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance, **prorated** share of liability insurance, the cost of advertising to recruit VOCA-funded personnel, and the cost of training paid and volunteer staff.
- 4.2.15. **Training Related Travel:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographical area for VOCA-funded and non-VOCA- funded staff. Subrecipients are encouraged to first look for available training within their immediate geographical area. However, when needed training is unavailable within the immediate area, **OCJP must be contacted for prior approval for travel outside the state.**

Expenses and reimbursements for in state and out of state travel must follow the most current Comprehensive State of Tennessee Rules and Regulations which can be found at [www.tn.gov/finance/act/documents/policy8.pdf](http://www.tn.gov/finance/act/documents/policy8.pdf).

- 4.2.16. **Equipment and Furniture:** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. Costs must be **pro-rated** if the equipment is not used exclusively for victim-related activities.

Equipment expenses, which are part of an approved project, if necessary and incidental to that project, are allowable expenses. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

**NOTE:** "Sensitive Minor Equipment" is reported under the Supplies Line of the budget and is defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$5,000.00 such as tablets, laptops, desktop computers, printers, projectors, external computer peripherals, weapons, TVs, cameras, and small office machines.

- 4.2.17. **Purchasing or Leasing Vehicles:** Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to OCJP that such an expenditure is essential to delivering services to crime victims. **OCJP must give prior approval for all such purchases.**
- 4.2.18. **Advanced Technologies:** At times, computers may increase a subrecipient's ability to reach and serve crime victims. In making such expenditures, VOCA subrecipients must describe to OCJP how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the subrecipient's current system, the cost of installation, the cost of training staff to use the equipment, the ongoing operational costs, and how these additional costs will be supported. Contact your OCJP Program Manager prior to any purchases of computer or telecommunications equipment. Property insurance is an allowable expense as long as VOCA funds support a **prorated** share of the cost of the insurance payments.

State grantees that authorize equipment to be purchased with VOCA funds must establish policies and procedures on the acquisition and disbursement of the equipment, in the event the subrecipient no longer receives a VOCA grant. Property records must be maintained with the following: a description of the property and a serial number or other identifying number, identification of title holder, the acquisition date, the cost and the percentage of VOCA funds supporting the purchase, the location, use, and condition of the property, and any disposition data, including the date of disposal and sale price.

- 4.2.19. **Restorative Justice:** This includes opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have reasonably anticipated beneficial or therapeutic value to crime victims. **This activity requires prior approval from OCJP.**
- 4.2.20. **Repair and/or Replacement of Essential Items:** VOCA funds may also be used for the repair or replacement “of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter.” The cost of the repair or replacement must **be pro-rated among all sources of income.**
- 4.2.21. **Public Awareness:** VOCA funds may be used for presentations in public forums, such as schools and community centers, that are designed to inform crime victims of specific rights and services and refer them to services and assistance. These costs may include staff time, materials, brochures, newspaper notices and public service announcements.
- 4.2.22. **Operating Costs:** Operating costs are allowable if costs are part of an approved project and are necessary to the project implementation and operation. Examples of allowable operating costs include supplies, equipment use fees when supported by usage logs, printing, photocopying, and postage, brochures which describe available services, and books and other victim related materials. **Costs for a program must be prorated across all fund sources.**
- 4.2.23. **VOCA Administrative Time:** VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to collect and maintain crime victims’ satisfaction surveys and needs assessments used to improve victim services delivery in the VOCA funded project; and the **prorated** share of audit costs.
- 4.2.24. **Professional Fees:** VOCA funds can be used for contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization.

Individual consultant fees, under VOCA, are limited to \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training and accounting consultants. Consultants that are paid for using VOCA dollars must provide direct services to crime victims. A subcontract with individual consultants or another entity providing direct services is required whenever this budget section is utilized. The subcontract must be **pre-approved by OCJP.**

- 4.2.25. **Supervision of Direct Services Providers:** VOCA funds may be used for supervision of direct service providers when it is “necessary and essential to providing direct services to crime victims”.
- 4.2.26. **Project Evaluation:** VOCA funds may be used for evaluation costs of specific projects, in order to determine their effectiveness.

#### 4.3. Unallowable Use of VOCA Funds

Please reference the Unallowable Costs section of the OCJP Administrative Manual for full explanations and restrictions regarding generic Unallowable Costs at <http://tennessee.gov/finance/adm/ocjp/manuals.shtml>.

##### 4.3.1. Generic Unallowable Costs:

- Construction,
- Land acquisition (Purchase of real property),
- Supplanting,
- Compensation of federal employees,
- Travel of federal employees,
- Bonuses or commissions,
- Military type equipment,
- Lobbying,
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- Corporate formation,
- State and Local taxes,
- Conferences and workshops have numerous unallowable cost restrictions,
- Legal fees,
- Cost in applying for this grant,
- Any expenses prior to the grant award date,
- First class travel,
- Management or administrative training,
- Sole source contracts (without the prior written approval from the OCJP),
- Depreciation or a use allowance on idle or excess facilities, and
- Cost incurred outside the project period.

The following services, activities, and costs **CANNOT** be supported with VOCA victim assistance grant funds.

- 4.3.2. Lobbying and Administrative Advocacy: Federal law prohibits the use of federal funds for lobbying, including attempts to influence legislation or the outcome of any federal, state or local elections. Any federally appropriated funding may not be used either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of OJP. Violations of this prohibition are now subject to civil fines of up to \$100,000 per violation.
- 4.3.3. Needs Assessments, Surveys, Evaluations and Studies: Subrecipients may not use VOCA funds to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- 4.3.4. Prosecution Activities: Witness notification and management activities, expert witnesses, victim and witness protection services and other activities directed at prosecuting offenders or improving the criminal justice system's effectiveness and efficiency are not allowable uses of VOCA funds.
- 4.3.5. Fundraising: Subrecipients are not permitted to use VOCA funds for fundraising.
- 4.3.6. Property Loss: VOCA assistance funds may not be used to reimburse crime victims for losses incurred as a result of the crime, such as replacement of stolen property, medical or funeral expenses, insurance deductibles or lost wages. However, VOCA-funded staff can assist victims

by identifying and referring them to other agencies, such as state crime victim compensation programs, that may be able to help victims with these types of needs.

- 4.3.7. **Most Medical Costs:** While VOCA funds may be used for certain types of expenses such as emergency short-term nursing home shelter, most medical costs (including nursing home care, in-patient treating, hospital and non-emergency medical or dental treatment) cannot be support with VOCA assistance funds.
- 4.3.8. **Administrative Staff Expenses:** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals are not allowable unless these expenses are incurred while providing direct services to crime victims.
- 4.3.9. **Sending Individual Crime Victims to Conferences:** Subrecipients cannot use VOCA funds to send individual crime victims in their capacity as crime victims to conferences.
- 4.3.10. **Activities Exclusively Related to Crime Prevention:** VOCA funds may not be used for activities intended solely to educate the community and raise the public's awareness of crime and how to prevent crime.
- 4.3.11. **Inherently Religious Activities:** VOCA funding may not be used to support inherently (or explicitly) religious activities.

## **5. REPORTING REQUIREMENTS**

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The sub-recipient must collect, maintain, and provide to OCJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OCJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

Complete reporting requirements can be found in the [VOCA Fund Source Chapter](#) of the OCJP Administrative Manual and in the [VOCA Reporting Table](#). The data collected should support the information submitted on the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

### **5.1. Programmatic Reporting**

- 5.1.1. Subgrant Award Report (SAR): This report is required for each organization that receives VOCA funding. The SAR must be completed in the online PMT system within 30 days of the start date of an award of funding, and within 30 days of the start date of each subsequent project year. Changes or revisions to the award that occur before the end of the project period must be made in the SAR within 30 days of the change taking effect. Additionally, the grantee must complete a SAR for each subgrant award of VOCA funding. For additional information regarding SAR, please refer to the following document SAR 2017.
- 5.1.2. Subgrantee Data Report (Output Report): The VOCA Subgrantee Data Report is required to be completed in the online PMT system quarterly.

The Family Violence Prevention Services Program (FVPSA) requires OCJP to report output data for all shelter programs, regardless of fund source. All Domestic Violence Shelter and Dual Agencies receiving VOCA funds will be required to complete output reports for both VOCA and FVPSA. The FVPSA Annual Output Report is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted. The report is submitted online to OCJP by July 31.

The Subgrant Award Report (SAR) and the Subgrantee Data Report (Output) are completed online utilizing the Office for Victims of Crime, [Performance Measurement Tool \(PMT\)](#).

- 5.1.3. Client Outcome Survey Report: The Annual Client Outcome Survey Report is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.
- 5.1.4. Training Participant Survey Report: The Annual Training Survey Outcome Report is required at the end of the year when VOCA funds are used to provide training to allied professionals who provide direct services within a VOCA funded agency. It covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.

### **5.2. Fiscal Reporting**

Sub-recipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly, when monthly expenditures are incurred.

- 5.2.1. Invoice for Reimbursement (Non-state Agencies): The invoice is used to request monthly reimbursement. Funds can only be distributed to sub-recipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration.

- 5.2.2. [State of Tennessee Inter/Unit Journals \(State Agencies Only\)](#): This method of payment is used for grants funded to State agencies. This payment method reimburses the sub-recipient based upon actual costs incurred by the sub-recipient in carrying out the activity of the grant. As the sub-recipient incurs costs, those costs are conveyed to the funding source (OCJP) following the State of Tennessee Inter/Unit Journal process described below. Following the IU processing, deposits (reimbursement) via the recognition of revenue are made to the account of the state sub-recipient.
- 5.2.3. [Quarterly Program Income Summary Report \(State and Local Governments Only\)](#): The Quarterly Program Income Summary Report is due quarterly no later than fifteen (15) calendar days after the close of each State fiscal year quarter (July 1 - September 30), (October 1 - December 31), (January 1 - March 31), (April 1 - June 30). If the VOCA project does not earn income, then the agency may submit an annual report due no later than fifteen (15) days after the end of the fiscal year or end of the grant period. These reports are completed online at the following link: [Income Summary Report](#).
- 5.2.4. [Policy 03 Quarterly Expense and Revenue Report \(Non-profit Agencies Only\)](#): This report consists of the Program Expense Report (Schedule A), the Program Revenue Report (Schedule B), and the Final Program Expense Summary Page (Schedule C). Schedule A is used for submitting detailed and total expense budgets and for detailed and total expense reports. Schedule B is used for submitting revenue budgets and for revenue reports by source with reconciliation between total expense and reimbursable expenses. Program Income, if any, is reported on line 39 of Schedule B. Schedule C is intended to recap all direct expenses in one column, as well as determine a grand total of all expenses. Policy 03 Quarterly Expense and Revenue Reports are due no later than thirty (30) calendar days following the end of the quarter for which the report is completed. These reports are sent to the Fiscal Manager at OCJP at [OCJP.P3@tn.gov](mailto:OCJP.P3@tn.gov). (See [OCJP Policy 03](#)).

**NOTE: Non-Profit sub-recipients should review reporting requirements as specified in [Accounting and Financial Reporting for Not-For-Profit Recipients of Grant Funds in Tennessee](#) issued by the Comptrollers Office.**

- 5.2.5. [Project Equipment Summary Report](#): This report is completed on an annual basis, if equipment or "Sensitive Minor Equipment" (see [OCJP Administrative Manual Chapter X](#)-Property and Equipment for definition) is purchased with grant funds during the current fiscal year. It is due to OCJP no later than thirty (30) calendar days past the end of the State fiscal year or July 31st. For new projects, the Project Equipment Summary Report should list new or start-up equipment purchases. For multi-year projects, the Project Equipment Summary Report should specifically identify any purchases that have been made for equipment, either totally or in part with grant money, since the last fiscal year. This report is available for online submission at [https://stateoftennessee.formstack.com/forms/project\\_equipment\\_summary\\_report](https://stateoftennessee.formstack.com/forms/project_equipment_summary_report).

### **5.3. [Fiscal and Program Monitoring](#)**

The Office of Criminal Justice Programs program managers and fiscal monitors provide routine program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented, and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the OCJP Administrative Manual within the time period required.

## **6. APPLICATION PROCESS AND INSTRUCTION**

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### **6.1. Scope of Services/Project Narrative**

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation. First save this document to your computer with the solicitation number before completing it.

The document for the \_\_\_\_\_ application is located at the following link: \_\_\_\_\_. It contains definitions and instructions for completion.

The Scope of Services/Project Narrative contains the following headers and will be evaluated based upon the following criteria:

EVALUATION CATEGORY
Problems and needs
Purpose
Activities
Implementation Timeline
Intended outputs
Intended outcomes
Inputs
Data collection procedure
Collaboration Activities

The Scope of Services/Project Narrative should be submitted with the application. See Section 6.4 for information on how to submit your application.

### **6.2. Budget Summary and Line-Item Detail**

Begin by saving this document to your computer with the **solicitation number** and then fill in the budget detail and the summary of this spreadsheet. Please use whole numbers. Budget Spreadsheet:

You must complete a budget for each year of funding requested.

**NOTE: Thoroughly read the instruction tab of the budget spreadsheet before preparing the budget. The Project Title at the top of the budget summary page must match the title submitted in Attachment A and on your Scope of Services/Project Narrative.**

Each fiscal year project budget consists of two components: the Summary Budget Amounts for the Federal, and Line Item total for each line item; and the Budget Narrative for each line item where narrative detail is required. All budgeted line items must be reasonable, necessary, and allocable directly to the project.

See Section 6.4 for information on how to submit your application.

### **6.3. Application Submission**

An Applicant must ensure that the State receives a response no later than the Response Deadline time and date detailed in the Grant Solicitation Section 2, Schedule of Events at the following email address:

Program Manager: Email: Phone:

#### 6.4. VOCA Application Requirements

6.4.1. The first step to the VOCA application process is to submit Attachment A through the following online link: [Attachment A](#) by \_\_\_\_\_ as your intent to apply for this grant (See Grant Solicitation Section 2, Schedule of Events). **Attachment A must reference the solicitation number.**

6.4.2. Initiate Department of Revenue registration or exemption process for sales/use accounts.

This process should be initiated at least two (2) business days prior to application due date.

Note that this exemption is not the same as a "sales tax exemption" and a failure to follow the process described may result in the disqualification of this application.

If you previously possessed a grant with the Office of Criminal Justice Programs (OCJP) or other state entity and created a sales/use account or received an exemption then that documentation can be submitted to satisfy this requirement.

6.4.3. The next step is to create a Scope of Services/Project Narrative by using the word forms document found at the following link: \_\_\_\_\_.

6.4.4. Next create a budget using the excel budget sheet(s) at the following link: Budget: **(instructions are included in the workbook)**. Complete one budget per each year of funding.

6.4.5. Complete the Other Grant Funds – Application Attachment provided at the following link: [Other Grant Funds](#). **(please follow instructions at this link)**

6.4.6. Complete the Non-Supplanting Certification found at the following link: [Non-Supplanting Certification](#)

6.4.7. Create and attach a copy of the organizational chart used if awarded this grant.

6.4.8. Provide a copy of your organization's current Fiscal Balance Sheet (Non-profits only).

6.4.9. Proof of 501(c)(3) status must be submitted by any nonprofit organization applying for funding.

6.4.10. Complete and submit the following online form at [https://stateoftennessee.formstack.com/forms/subgrant\\_award\\_report\\_sar](https://stateoftennessee.formstack.com/forms/subgrant_award_report_sar).

6.4.11. Use the attached checklist at the end of this application and submit all required documents (except attachment A which is an online document), via e-mail to \_\_\_\_\_.

**All above document should be emailed to \_\_\_\_\_ with the solicitation number in the subject line of the email.**

#### 6.5. Application Deadline

#### 6.6. Response Preparation Costs

The State will not pay any costs associated with the preparation, submittal, or presentation of any application.

## 7. **APPLICATION EVALUATION**

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### 7.1. **Review and Evaluation of Proposals**

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. The applications will be rated and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

All competitive applications will undergo a final review by OCJP Staff and applicants will be notified of approval or denial by the date listed below. If an application is approved, the contract between the state and the sub-recipient will be emailed with the approval letter. The contract must be signed by the Authorized Official\* and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the sub-recipient.

Applicants for grants beginning on [REDACTED] will be notified whether their application is approved prior to that date.

\*For non-profit agencies, the authorized official must be the President/Chairperson of the Board of Directors who will be signing the grant on behalf of the agency governing board. If necessary, the Board President may legally designate another board officer or the Executive Director to sign the contract in his/her absence.

### 7.2. **Grant Solicitation Update**

The State at its sole discretion may update this Grant Solicitation, in writing, at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise the Grant Solicitation Schedule of Events if deemed appropriate. If an Grant Solicitation update is issued, the State will convey it to potential Applicants who submitted a Notice of Intent to Respond (refer to Grant Solicitation Section 1.5). A response must address the final Grant Solicitation (including its attachments) as updated.

**Application Completion Check-off  
(Retain for your own purposes)**

- Attachment A Cover Page (Solicitation Number, Applicant Contact & Profile Information) completed online no later than .**
- Department of Revenue registration or exemption letter (Except DTFs and State and Local Law Enforcement)**
- Scope of Services/Program Narrative completed on the forms document and e-mailed**
- Budget Summary and Detail completed on the excel spreadsheet and e-mailed**
- Other Grant Funding Table**
- Non-Supplanting Certification**
- Agency Organizational Chart**
- Current Fiscal Balance Sheet (Non-Profit Only)**
- Proof of 501(c)(3) status must be submitted by any nonprofit organization applying for funding (Non-Profit Only)**
- Complete and submit the following online form at  
[https://stateoftennessee.formstack.com/forms/subgrant\\_award\\_report\\_sar](https://stateoftennessee.formstack.com/forms/subgrant_award_report_sar) .**

**Applications must be submitted in accordance with Section 6.4 no later than 4:30 pm central time, .**

**If you have completed the above items and emailed to with the solicitation number “ ” in the subject line, then your application is complete.**